Fort Bragg and Pope Family Housing
Resident Responsibility Guide

Table of Contents

Fort Bragg and Pope Family Housing 1
Resident Responsibility Guide 1
Chapter 1: General 4
1-1 Introduction 4
1-2 General Policies 4
1-3 Resident Occupancy Agreement (Lease) 4
1-4 Basic Allowance for Housing (BAH) 4
1-5 Move-In Inspection 5
1-6 Insurance 5
1-7 Annual Inspections 6
1-8 Access 6
1-9 Conduct, Breach of Lease, Illegal Drug and Other Unlawful Activity 7
1-10 Noise/Quiet Hours 7
1-11 Eviction 7
1-12 Fire Prevention 8
1-13 Pest Control 8
1-14 Weapons and Ordnance 9
1-15 Utilities 9
1-16 Changes in Policy 9
Chapter 2: Care of Homes 10
2-1 Satellite Dish/Antenna 10
2-2 Alterations 10
2-3 Storage Sheds 11
2-4 Patio Covers 12
2-5 Swimming Pools/Hot-Tubs 12
2-6 Skateboards/In-Line Roller Skates & Small Motorized Transportation Devices 12
2-7 Trampolines/Swing Sets/Other Play Equipment 13
2-8 Outdoor Furniture 13
2-9 Window Coverings 13
2-10 Installation of Air Conditioners and Other Privately Owned Equipment 13
2-11 Laundry 14
Chapter 3: Maintenance and Repair 14
3-1 Work Order Procedures 14
3-2 Rubbish/Refuse/Recycling 16
3-3 Plumbing 16
3-4 Electric/Electrical Panel Box/Light Bulbs 16
3-5 Smoke/Carbon Monoxide (CO) Detectors 17
3-6 HVAC Filters 17

Chapter 4: Miscellaneous 17
4-1 Use and Residency 17
4-2 Guests 17
4-3 Subletting/Assignment 17
4-4 Home/Commercial Businesses 18
4-5 Care of Children 18
4-6 Family Child Care 19
4-7 Pet Policy 19
Number of Dogs 20
Under 50 lbs. 20
4-8 Parking 22
4-9 Vehicle Repairs and Maintenance 23
4-10 Landscaping 23
4-11 Flower Gardening 24
4-12 Telephone and Cable Service 24
4-13 Yard Sales 24
4-14 Lockouts 24
4-15 Resident's Potential Liabilities 25
4-16 Energy Conservation 25
Chapter 5: Move-Out 25
5-1 Policy 25
5-2 Termination/Vacate Notice 26
5-3 Move-out Inspections 26
5-4 Abandonment 27
5-5 Surface-Clean Concept 27
5-6 Conflict Resolution for Damages to the Home 27
RRG Appendix A: Guide for Operation of Appliances, Thermostat, Smoke Detector, and Instructions for Testing Ground Fault Interrupters 28
RRG Appendix B: Guideline for Surface-Clean Condition 30
RRG Appendix C: Damage Cost Sheet 31
RRG Appendix D: Housekeeping to Control Mildew and Mold 33
RRG Appendix E: Neighborhood Center Rules, Pool Rules 35

Chapter 1: General

1-1 Introduction

Scope: The policies and procedures in this Resident Responsibility Guide (the "Guide") are a supplement to and incorporated into the Resident Occupancy Agreement (the "Lease") signed by the military sponsor (the "Resident"). This Guide provides information and guidance that apply to Residents of Fort Bragg and Pope Family Housing, their families and/or other permitted occupants of the rental Home. The Resident acknowledged and accepted the policies and procedures of this Guide by signing the Lease. Fort Bragg and Pope family housing is owned by Bragg Communities, LLC (the "Owner") - a company owned jointly by the US Army and Bragg-Picerne Partners, LLC ("Picerne Military Housing"). Picerne Military Housing is the Owner's representative and managing partner for Fort Bragg and Pope family housing.

Goal: The goal of Picerne Military Housing ("Picerne") is to provide quality housing, at the best value, to military families living at Fort Bragg and Pope AFB. Picerne will interpret and apply all policies contained herein with this goal in mind.

1-2 General Policies

Picerne's Neighborhood Management Offices will assist current Residents with all housing needs concerning their current home.

1-3 Resident Occupancy Agreement (Lease)

The Lease outlines the basic responsibilities of the Resident and the Owner and establishes rental payment to the Owner

1-4 Basic Allowance for Housing (BAH)

The Lease signed by the Resident gives authorization to initiate and maintain an allotment equal to the appropriate BAH rate payable for the term of occupancy. BAH allotments will automatically change as increases/decreases occur as a result of annual BAH adjustments, promotions or demotions. If both husband and wife are active duty military members, both members will receive the appropriate Fort Bragg/Pope AFB BAH. Rent charged to service member will be based on an equivalent BAH for their rank and assignment location, at the with-dependant rate, at the installation that the privatized housing supports. The only exceptions to this policy are service members without dependants, designated as key and essential at the installation that the privatized housing supports, whose rent will be based on their housing allowance at the without dependants rate. The BAH is based on the zip code of the service member's duty assignment, and the BAH of the individual service member may differ from the installation where the member seeks housing. It is possible that a Resident may pay more or less for rent than his BAH. If rent is different than duty station BAH, the resident(s) understands the difference and acknowledges acceptance by signing this document. The BAH allotment to the Owner will equal the senior grade member's BAH at the with-dependent rate, if applicable. The Resident will only sign one set of start-up paperwork for living in on-post housing. Resident is encouraged to contact their Neighborhood Management Office for assistance in understanding the BAH change to the Leave and Earnings Statement (LES).

Foreign Service Officers will be required to sign a modified Rental Occupancy Agreement and will be required to pay rent directly to Bragg Communities, LLC, at a rate of their corresponding rank in the US military.

Resident is required to provide the Neighborhood Management Office a copy of promotions, demotions and other actions which affect their BAH. If the Army's allotment management vendor transfers an amount less than the Resident's current actual BAH, as itemized on the LES, the Resident assumes responsibility for the deficiency and will do so until it is paid in full. Picerne will treat any such unpaid balance as "delinquent rent" and will use reasonable means to collect the debt. The Resident may be evicted from Fort Bragg or Pope AFB Family Housing for non-payment of rent as a lease violation. Bragg-Picerne Partners, LLC, may initiate early termination of the lease and notify credit agencies of non-payment.

1-5 Move-In Inspection

Picerne will thoroughly inspect each home for quality before a Resident moves in. A Neighborhood Management Office representative will also complete a move-in inspection with each Resident before that family takes residence in a Fort Bragg or Pope AFB home. Picerne will provide "rent-ready" homes that consistently meet stringent quality standards for Fort Bragg and Pope AFB Family Housing.

Every military family will receive a custom home orientation to orient the family with their new home, familiarize family members with the locations of neighborhood amenities, and provide a thorough demonstration of the home's equipment and features. The Resident and the Neighborhood Management Office will note existing wear and tear on a move-in inspection sheet, which will be kept in the Resident's file until move-out. Conditions at move-out will be compared to the conditions noted at move-in for the assessment of applicable damage costs. Resident assumes liability for damages beyond normal (fair) wear and tear if no documentation is available to confirm that damages existed at the time of move-in.

1-6 Insurance

Picerne will provide the Resident a basic amount of renter's personal property/contents insurance paid from the renter's insurance component of the BAH. The Resident must satisfy a deductible requirement prior to the payment of any claim. For such items as furniture, jewelry, clothing and other personal property which may exceed the limits of the policy provided, and to ensure that all items are fully covered for theft, vandalism, fire and water damage, the Resident may desire to get additional coverage to adequately protect against major losses. ***Each resident is strongly encouraged to obtain additional renter's / tenant's insurance (at their cost) to ensure adequate coverage for their personal belongings, property, and all household possessions.*** Please contact your Neighborhood Management Office for more information on coverage provided, deductible amounts and other insurance information.

a. Coverage

A coverage sheet will be provided to each family describing the terms, limits, and conditions of the policy and coverage. Please carefully read the policy that is provided to each Resident. The following summary briefly outlines some of the situations in which personal contents may be covered against loss (up to policy limit):

- Fire
- Lightning
- Windstorm
- Hail damage
- Glass breakage
- Smoke
- Aircraft damage
- Riot or civil commotion damage
- Damage caused by vehicle
- Explosion
- Falling objects
- Water damage
- Vandalism
- Snow, ice, sleet

The above list of coverage is not all-inclusive, but simply an example of some of the items that may be covered by the contents portion of renter's insurance.

b. Claims

If a loss should be sustained and a claim needs to be filed, Residents should contact the Neighborhood Management Office, which will provide the contact information for the insurance carrier. Residents may also contact the Neighborhood Management Office if questions arise or if additional assistance is needed.

1-7 Annual Inspections

Picerne may conduct an annual inspection of Residents' homes. Permission to conduct an annual inspection will be coordinated with the Resident; however, Picerne has the right to conduct an inspection even if permission is not granted by the Resident or the Resident is not available.

1-8 Access

Neighborhood Management Offices will retain keys to each home in their respective areas of responsibility under secure control of Picerne staff members at all times. These keys are used to provide access for routine and emergency maintenance service to your home, to assist the Resident in the event of an accidental lockout, and to gain entry to the Home for routine maintenance after appropriate notification of the Resident.

The Picerne staff generally requires permission from the Resident to enter your Home for routine maintenance services, the signing of the lease generally grants such permission when necessary an attempt to provide reasonable advance notice to the Resident of the need to enter the Home. The resident may request appointment times or stipulate certain hours when a Picerne staff member may enter the Home and under what conditions. The Resident may desire to be present during a visit, or may waive that condition; Picerne will maintain this information as part of each Resident file and refer to it when necessary to provide the most efficient and convenient service possible. The Resident may change the conditions relating to access to your Home by submitting a written request to your Neighborhood Management Office. These normal maintenance actions will be done at a "reasonable" time, recognizing that

"reasonable" may depend on the Resident's and Picerne's work schedule. If a Picerne staff member enters a home after appropriate notification to the Resident to perform maintenance while the Resident is absent, Picerne Military Housing will leave a notice stating the purpose of the maintenance call and the name of the Picerne staff member who performed the work.

The Resident may not change or add locks without prior permission from Picerne and will provide a key copy to the Neighborhood Management office, if Picerne grants such permission.

For non-emergencies, such as normal maintenance or pest control treatments, PMH will inform Resident as soon as possible of any need to access the home. Picerne policy is to give each family reasonable advance notice (the goal is at least one day or 24 hours notice) of the need to enter, and only then at reasonable times. Picerne Military Housing also recognizes that "reasonable" may depend on the Residents' and Picerne's work schedule. If Picerne Military Housing must enter a home while the Resident is absent to perform normal maintenance or emergency work, Picerne Military Housing will leave a notice stating the purpose of the call and the name of the Picerne team member who performed the work.

1-9 Conduct, Breach of Lease, Illegal Drug and Other Unlawful Activity

The Resident is responsible for the conduct of family members and guests. Any conduct that violates the Lease or Guide, including but not limited to drug and other unlawful activity, will be addressed through a written notice to the Resident that corrective action must be taken. If a Resident, family members, or guests fail to comply with any written notice, the Resident's chain of command will be notified. Repeated violations of the Lease or Guide may result in the termination of the Lease and immediate eviction.

1-10 Noise/Quiet Hours

Resident, other authorized occupants and guests will not disturb the peaceful enjoyment of the neighborhood. Resident shall keep the volume of any radio, stereo, TV, musical instrument or electronic device in their Home or vehicle sufficiently reduced at all times so as not to disturb other Residents. The Neighborhood Management Office routinely approves requests for most instruments.

1-11 Eviction

The Garrison or Installation Commander will be notified of all terminations of the Lease for misconduct or policy violations by the Resident, family members, and guests.

Minor acts of misconduct or minor violations of policies will normally result in written notice to the Resident by the Neighborhood Management Office. Notice will detail the misconduct or violation, what corrective action is required, and what action will be taken if further violations occur. In extreme cases, or where a persistent pattern of misconduct occurs, Picerne will give the Resident written notice of intent to terminate the Lease and will consider the member's written response, if any. If the Resident and Picerne are unable to resolve the matter, Picerne will forward the notice of termination of the Lease to the Garrison or Installation Commander.

1-12 Fire Prevention

Good housekeeping, care and cleanliness are synonymous with good fire prevention. Some of the basics for fire prevention include: not leaving children unattended, not smoking in bed, and not emptying ashtrays into trash cans without first running under water. Never leave cooking unattended in the kitchen. If a fire occurs in a cooking utensil, cover the burning pan with a lid or larger pan and switch off the stove. Do not attempt to move the burning pan and never put water on a grease fire. Kitchen stove exhaust hoods should be regularly cleaned to avoid the buildup of grease in the filter. Always clean the lint filters on the clothes dryers before and after each use. Never use flammable liquids for cleaning purposes; only use nonflammable solvents. A portable, multi-purpose fire extinguisher should be kept in a convenient spot in each home. Last, but not least, familiarize your family and the babysitter, with your household fire plan.

Resident will be held liable for damages to a Home caused by violation (whether by yourself or your guests) of the above precautionary measures, negligence, or any other misconduct. If a fire occurs, Resident must call **(first**) the fire department and (second) the Neighborhood Management Office immediately. All fires must be investigated by the Installation fire department, Command involvement may be required. Residents found liable for fire damages to their home or the premises will be required to reimburse Owner / Bragg-Picerne Partners, LLC for the repair cost. In addition, a letter of warning for the offense will be sent by Picerne to the Resident with a copy to the Command. If any type of fire violation continues, Picerne will forward the notice for termination of the Lease to the Garrison or Installation Commander.

Gas and charcoal grills may only be used in accordance with local safety codes and regulations:

North Carolina Fire Code, Section 307.5 Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

North Carolina Fire Code, Section 307.5.1 Liquefied-petroleum-gas-fueled cooking devices.

LP-gas burners having a LP-gas container with a water capacity greater than 2.5 pounds (1.14 kg) [nominal 1 pound (0.454 kg) LP-gas capacity] shall not be located on combustible balconies or within 10 feet (3048 mm) of combustible construction.

Grills and barbeques are not permitted on patios or decks and may only be used in well-ventilated areas away from overhanging structures. Open fires, fire pits or chimineas are not authorized for use. Please consult the Fire Prevention Section at (910) 396-1504 or (910) 396-7377 for more information**.**

1-13 Pest Control

Resident acknowledges that good housekeeping assists in the elimination of pests and agrees to keep the home in a clean and sanitary condition at all times. Residents shall immediately notify their Neighborhood Management Office of the presence of any pests or vermin in the premises or common areas. Resident preparations to receive these services are critical and should be followed per instructions from the Neighborhood Management Office in order to ensure effective treatment, comfort and safety. The Neighborhood Management Office will keep documentation and log all services rendered to ensure routine and satisfactory service.

1-14 Weapons and Ordnance

No unregistered firearms or any ordnance, i.e., smoke grenades, paint balls, projectiles of any sort, bows, explosives, etc., are permitted in Fort Bragg or Pope AFB Family Housing. Resident will register their privately owned firearms with the Provost Marshal Office immediately upon arrival at Fort Bragg or Pope AFB. Proof of ownership is required for registration; however, firearms need not be present at time of registration. With the exception of immediate registration as noted above, Fort Bragg and/or Pope AFB (as applies) shall govern the storage, transportation and registration of privately owned firearms and ammunition in Fort Bragg/Pope AFB Family Housing. Both firearms and ammunition must be stored in a secured locked container. Individuals storing privately owned firearms and ammunition in Fort Bragg/Pope AFB Family Housing are to ensure that all reasonable precautions are taken to make certain firearms and ammunition is inaccessible to unauthorized persons and minors.

If the Resident purchases, acquires or legally disposes of the firearm(s), it must be reported to the Provost Marshal Office within three working days of the change. Guests of Residents must store their firearms with the Military Police. Violations of the above policies will result in confiscation of the firearm(s) and may subject the Resident to judicial, non-judicial or administrative action.

1-15 Utilities

Electricity, gas and water and sewer services will be provided by the Owner, at no expense to the resident. The Owner **shall not** be responsible for any other utility services including telephone (local, long distance, or cellular), internet access (high speed or dial-up), or cable TV (basic or expanded / satellite TV service.

There shall be no change in the Resident's or Bragg Communities' respective responsibilities for payment of said utilities pursuant to the Lease or this Guide without Bragg Communities' providing the Resident at least six (6) months prior written notice. Notwithstanding the forgoing, following the implementation of the Army's Resident Direct Pay Program (and **without** any requirement for six months prior notice to Resident), Resident shall be responsible for the payment of either some or all utilities servicing the Premises, including the payment for all electric or gas consumption (at the prevailing utility rates) in excess of the established "baseline" consumption for the Premises. The methodology for calculation of the "baseline" usage consumption for the Premises will be provided to Resident upon Resident's written request.

1-16 Changes in Policy

From time to time, it may be necessary to change or adopt new rules, policies or otherwise revise this Guide. Picerne will send a 30-day written notice of such changes to Resident. The Resident, family members, and guests will comply with all such changes to the Guide.

Chapter 2: Care of Homes

2-1 Satellite Dish/Antenna

Resident must receive written approval prior to the installation of a satellite dish or antenna (to include amateur or CB radio antenna) from the Neighborhood Management Office. Resident also agrees to supervision and approval of installation by the neighborhood maintenance staff. Installation must be scheduled with Neighborhood Management Office in advance. Satellite dishes are restricted in the historic district.

Satellite dishes installed by and for the Resident must:

- Be free standing and constructed of corrosion-resistant materials.
- Be located in the back yard as to enhance curb appeal of the neighborhood
- Not be attached to chimneys or placed on roofs.
- Not be installed on an exterior wall or hung out of a window.
- Not drill holes in any walls or building to run wiring, use through the glass technology.
- Be located to prevent the antenna and all associated conductors and wires from coming in contact with electric power lines. If the mast is over ten feet, a triangular structural galvanized steel or aluminum-reinforced tower will be used. Vinyl, brick, wood or metal surfaces of the home will not be penetrated.
    - Not exceed one meter (3 feet, 3 inches) in length and width.
    - Be installed by a professional.
    - Resident is liable for injuries and damages to persons or property resulting from their satellite dish.

The Neighborhood Management Office will work with the Resident on any satellite system installed prior to housing privatization to develop a plan to comply with these guidelines.

2-2 Alterations

Picerne will clean, paint and perform routine maintenance in each home prior to a new family moving in. Resident may wish to add customized accents such as painted walls and wallpaper to make their house feel more like home. These alterations are generally permitted, however, it is required that the Resident restore the wall or other feature to a condition such that it can be covered with one coat of typical off-white paint during maintenance of the home after move-out. Resident should remove wallpaper and use white primer on dark wall paints.

While Picerne supports such projects, Picerne Military Housing requires the Resident to secure prior authorization for alterations other than those mentioned above from the Neighborhood Management Office prior to work being performed. Authorization is intended to alleviate concern for restoration charges that could be assessed. Alterations include any form of structural change or remodeling. Attaching or removing fixtures or appliances requires Neighborhood Management Office approval. Authorization will usually include a requirement to restore the alteration to original condition.

2-3 Storage Sheds

Requests for storage sheds must be addressed to the Neighborhood Management Office. The need for additional storage space must be documented in such a way that clearly and accurately defines the need, proposed location in relation to the housing unit, other fences and sheds, playgrounds, roads, parking areas, utilities lines, etc. Each residence is authorized one (1) shed. Additionally:

a. Sheds will not exceed 120 square feet in floor area;

b. The construction of storage sheds will be permitted only on the land area behind the home and will not be fastened or attached to the housing unit;

c. All storage sheds must be of commercial type, properly constructed, and be anchored securely to prevent possible overturning from forces such as wind or rain;

d. The color must be compatible with the exterior color of the home;

e. All storage sheds must have a metal or plywood floor;

f. Prior to moving out of the Home, Resident will be responsible for dismantling and removing shed, removing residual from the site, and restoring grassed areas.

Fences

A fence should not be considered the only means for containing a pet since some pets are capable of climbing or jumping over, under, or through such a barrier as described below. Residents are responsible for alternative mean, if necessary, to contain a pet. Residents may seek approval from the Neighborhood Manager for Resident funded construction of a fully enclosed dog run, kennel or other containment system separately. Residents who otherwise desire to install a fence must submit a letter of request to the Neighborhood Management Office with an accompanying sketch. A signed Excavation Permit from DPW is required to show underground utilities. Once the appropriate sketch and permit are presented to the Neighborhood Management Office, the Maintenance Supervisor will meet with the resident to discuss the plans and give final approval.

Fences will be of standard design and alignment. Failure to comply with the specifications stated in this section will result in disapproval of fence and subsequent removal of fence by the Resident. Approval of request is contingent upon full and continued compliance with the following provision:

a. Fences cannot be over 48 inches in height.

b. Fences will be located in the rear of the home and limited to a maximum of 50 feet deep (in many cases, the yard behind a home is such that the depth will be much less than this). It must extend away from the logical midpoint of the building if the home is a duplex or similarly configured structure and /or extend from the midpoint between two adjacent single-family residences (non-contiguous homes) or two different multi-family structures (e.g. duplexes). Fences will not be allowed on the side of housing or to extend to the side of homes. They may not interfere with pedestrian traffic public areas. All fences will be free of hazards including projecting wires and sharp edges. The Resident must keep the fencing

in a good state of repair and ensure it does not detract from the overall appearance of the housing or neighborhood.

c. Fencing material will be square or rectangular chain link. The grid opening size may not exceed 3 ½ inches in either direction. Fencing material will be galvanized chain link. The smallest wire size will be 16 AWG. Fences will have top rails and will have caps on all posts. All posts will be set plumb, in straight alignment with the other posts, evenly spaces, and rigidly set. Gates will be 4'0" wide, constructed to the same height as the fence, will swing away from the yard, and will open to an unfenced area in order to allow the mowers access.

d. Posts and bracing will not be more that 24 inches into the ground. Concrete bases may be poured to support corner and gate posts only. The top of the concrete base must be at least one inch below grade level. When the fence is removed, the Resident will remove all concrete bases. Fence posts will be vertical and spaced 4 to 6 feet apart. Fence material will be securely fastened.

e. Picerne Military Housing does not grant permission for any fencing to remain, if you move. You are responsible for removing the fence and repair any yard damage as a result.

f. Residents do not need to change, modify or disassemble existing fences that deviate from these standards and were installed prior to family housing privatization. All questions related to fencing should be directed to the Neighborhood Management Office.

2-4 Patio Covers

Construction of commercial-type patio covers and window awnings is not authorized.

2-5 Swimming Pools/Hot-Tubs

Only small, well-maintained wading pools are authorized. Resident assumes all liability for the installation, operation and supervision of such equipment. An adult must supervise wading pools at all times. Wading pools 12" or less in height and no more than 10 feet wide may be positioned in the back yard on grass areas but must be emptied daily and removed when not in use. Resident will repair any damages to property, including grass areas, at their own expense.

Hot-Tubs pose a very serious safety and liability issue to residents and guests. Installation and use of hot-tubs is prohibited without prior written permission. Residents who obtain written permission and install or use such equipment do so at their own risk and assume all liability for personal and property damage that may occur.

2-6 Skateboards/In-Line Roller Skates & Small Motorized Transportation Devices

Skateboards/in-line roller skates are permitted. Skateboards/in-line roller skates must be ridden on sidewalks rather than on installation roadways. Skateboarders will wear helmets, also recommended for in-line roller skaters, and both will always yield to pedestrians and vehicular traffic. Any motorized form of skateboard is not permitted. Go-karts, golf carts, and all-terrain vehicles (ATVs) are not permitted in housing areas. Use of other un-licensed or non-traditional forms of motorized transportation equipment requires prior authorization of the Neighborhood Management Office.

2-7 Trampolines/Swing Sets/Other Play Equipment

Trampolines pose a very serious safety and liability issue to residents and guests. The installation and use of trampolines is prohibited without prior written permission. Residents who obtain written permission and install or use such equipment do so at their own risk and assume all liability for personal and property damage that may occur. Any trampoline installed must incorporate appropriate safety nets to reduce potential injury. Any trampoline installed after September 1, 2007 must be in a fenced in backyard.

Swing sets and other similar types of children's outdoor recreational equipment are permitted in housing neighborhoods. Equipment must be whole and without defect so that it does not present a health and safety risk. Please provide the Neighborhood Management Office with a picture or description of proposed equipment. Equipment cannot be placed until written permission is granted. Resident is responsible for the safety, supervision, and upkeep of equipment and to restore damaged areas of turf/landscape caused by use of equipment, and for injury occurring on the equipment.

Swing sets installed after September 1, 2007 must be in a fenced backyard.

Play equipment is restricted to the backyard, unless approved by Picerne in advance. All portable play equipment, including basketball goals designed for any age group, must be stowed in the rear of the home. Equipment must not be visible from the street, common parking areas or primary housing entrances and walkways. Any play equipment installed in the yard must be removed upon vacating and clearing the home.

2-8 Outdoor Furniture

Only furniture intended for outdoor use is to be used outdoors in Fort Bragg and Pope AFB Family Housing***.***

2-9 Window Coverings

Picerne supplies appropriate window coverings for all windows in the Home. Please contact your Neighborhood Management Office if shades or blinds are broken, missing or otherwise need replacement. Picerne will gladly make the necessary repairs or replacements due to normal wear and tear. There will be a charge to replace window coverings damaged by negligence or misuse. Only proper window decorations and coverings may be used to cover windows. Flags, sheets and other non-standard coverings are prohibited as a replacement for supplied shades and blinds.

2-10 Installation of Air Conditioners and Other Privately Owned Equipment

a. Resident-owned air conditioners are not permitted. All homes have centrally installed heating and air conditioning units.

b. All homes come fully equipped with a stove, range hood, refrigerator and dishwasher. The above listed appliances supplied to the Home may not be removed or replaced with privately owned appliances without permission from Neighborhood Management.

c. Resident may utilize a freezer, second refrigerator, washer, electric dryer (gas not permitted), etc., to accommodate their household needs when the appropriate power supply is available. The Resident assumes responsibility for any damage caused to the Home by the installation, use or removal of personally owned appliances or equipment.

d. Use of waterbeds is authorized. Resident will be liable for any damages caused by the use of a waterbed.

2-11 Laundry

Resident(s) shall not hang or place laundry on the exterior of any building or lawn, with the exception of designated clothesline areas.

Chapter 3: Maintenance and Repair

3-1 Work Order Procedures

Picerne is committed to providing excellent maintenance service to residents. In order to resolve maintenance requests as efficiently as possible, Resident agrees to notify the Neighborhood Management Office immediately when maintenance is required. Maintenance work orders may be placed via telephone call, email, fax, web page, hand-written note, or personal visit to the Neighborhood Management Office. Resident may grant permission for maintenance technicians to access the Home for the purpose of completing maintenance service while family members are not home, (while the signing of the Lease generally grants this permission, Permission to Enter forms are also kept on file at the Neighborhood Office. Uniformed maintenance technicians will leave a notice when they have been in the home. Maintenance technicians will not enter a home with children less than 18 years of age present unless an adult 18 years of age or older is also present.

Picerne will provide 24-hour emergency maintenance service to residents. Routine maintenance will also be accomplished quickly, efficiently, and according to the highest standards. Work order guidelines were created with resident safety in mind and to provide a clearer understanding of the work order process.

Work Order Priorities:

Residents should call 911 and Picerne immediately in the event of any life-threatening emergency, such as fire, flood, gas leak, or medical emergency due to failure of mechanical equipment or housing components.

Work order priorities will be addressed according to the following priority system

a. Emergency - Response Time 8 hours or less

Emergency work orders take priority over all other work orders and require immediate action. Picerne will respond promptly to handle all maintenance emergencies. The following situations are examples of some, but not all, emergency conditions which may constitute an immediate threat to life, health, mission, security or property:

- No heat when the projected outdoor temperature is 55 degrees Fahrenheit or below

- No air conditioning when the projected outside temperature is 85 degrees Fahrenheit or above
- Natural gas leak
- Electrical short or fire
- Electrical fixtures–shorting or sparking
- Broken electrical components which may cause fire or shock
- Sewer back-up
- Inoperable commodes (when only one available for use)
- Burst or frozen pipes
- Overflowing drains
- Water outage or major leaks from pipes, drain, or faucet
- Stove, oven, or refrigerator inoperative
- Accidental lock-ins of small children
- Hot water supply outage
- Pest infestation.

The response time for each work order emergency may differ depending on the type of emergency. Please note that an emergency work order will be downgraded as soon as the emergency situation is satisfied. The work order will remain open until all repairs are complete..

b. Urgent – Response and Completion Time 2 working days or less

Urgent work is required to correct a condition, which could become an emergency, could seriously affect morale or has command emphasis. One example would include heating and air conditioning systems malfunctions or failures when more moderate temperatures exist (see below).

The following work may be classified as urgent (but not limited to):

- No heat or air conditioning when projected outdoor temperatures are between 55 degrees and 85 degrees Fahrenheit. The exception is all registered EFMP and medical orders. These will be treated as emergencies.
- Broken window (cracked only)
- Garage doors jammed or inoperable
- Garbage disposal jammed or inoperable
- Tub, sink, or exterior faucet drip
- Light Fixtures, switches, receptacles not working
- Inoperable commode where other operable commodes exist

c. Routine - Completion Time 6 working days or less

Residents are encouraged to contact their Neighborhood Management Office if there are questions concerning any maintenance issues.

3-2 Rubbish/Refuse/Recycling

Picerne will make available suitable waste containers and instructions for their use to Resident. Resident agrees not to place rubbish on patios or any other common areas. Regular pickup schedules will be weekly and vary by neighborhood. Recycling and trash may not be picked up on the same day. Residents can obtain a schedule of pick up days from the Neighborhood Office. Resident may not place trash or recycling containers at their designated pickup locations until 5PM the day before the scheduled pickup. Containers must be promptly returned to storage locations the same day of pickup.

Service members and their families are responsible for keeping their yard and the area surrounding their yard (beside, behind and in front of) clean and free of debris and trash. (to include papers that have blown in their yard, cigarette butts, dog feces, etc.).

******If the trash canister is left out and disappears, the resident agrees to pay the replacement fee for the trash canister (starting at $65.00 per canister)******

Resident may not leave excess trash or rubbish when moving out of the Home. Bulk trash may not be left curbside at any time. Please notify the neighborhood office to arrange a pick-up time for bulk trash items. Items that might be included in the recycling program follow:

- Plastic
- Paper/cardboard
- Aluminum/Steel
- Glass

3-3 Plumbing

The toilets and waste pipes shall not be used for any purpose other than those for which they were intended. No sweepings, rubbish, or any other improper articles will be thrown into them. The Resident shall be responsible for any damage to the building caused by the misuse of such equipment.

a. Water shutoffs will be shown and explained to the Resident during the move-in inspection.

b. If the Resident identifies a water leak he or she should shut off the water supply if it is safe to do so.

c. It is the responsibility of the Resident not to cover the sewer clean-outs, which are located in different areas of the yard. They should be easily accessible to service staff in the event of an emergency.

3-4 Electric/Electrical Panel Box/Light Bulbs

The maintenance and replacement of household light bulbs are the Residents' responsibility.

a. Picerne will supply your home with electric light bulbs at the time of move-in. Resident agrees to furnish replacement bulbs and install thereafter (with the exception of specialty bulbs unavailable at local home stores).

b. If the Resident suspects an electrical problem, the electrical breaker(s) should be shut off if it is safe to do so. These devices will be identified for the Resident during the move-in inspection.

3-5 Smoke/Carbon Monoxide (CO) Detectors

Smoke/CO detectors have been provided in the home to comply with local safety ordinances and should not be deactivated or removed. Any questions about operation or performance can be directed to the Neighborhood Management Office. Resident agrees to immediately report a malfunctioning smoke detector to the Neighborhood Management Office.

3-6 HVAC Filters

It is the Resident's responsibility to change the HVAC filter monthly. Replacement filters are available at no cost to the resident from their neighborhood office. Maintenance Personnel will change HVAC filters and inspect the HVAC unit for proper operation prior to Resident move-in and per the established preventive maintenance schedule. However, a representative from the Neighborhood Management Office will replace the HVAC filter if the Resident so requests. It is the Resident's responsibility to maintain the regularly scheduled filter replacement and request assistance from the Neighborhood Office if necessary. Resident will be instructed on how to change the filter during the move-in inspection. Filters will be available at the Neighborhood Management Office.

Chapter 4: Miscellaneous

4-1 Use and Residency

Only those Residents, and other authorized occupants listed on the Lease shall occupy the rental Home. Resident must notify the Neighborhood Management Office if a family increases in size due to an event such as the birth of a child, adoption of a child or addition of a spouse, parent or grandparent. Picerne will update its records to reflect the correct family size.

In the event that any person using the Home suffers injury, the Resident will report to the Neighborhood Management Office the date, time, place and conditions of such occurrence and the names of all persons who witnessed the incident. The report will be given not later than the next business day after the event has occurred.

4-2 Guests

All undocumented occupants are considered as guests. Resident may have guests visit for a period not to exceed 30 continuous days in a 12-month period or calendar year. Any questions regarding this regulation should be addressed to the Neighborhood Management Office. Resident agrees to register guests staying overnight more than seven (7) days with the Neighborhood Management Office. No house guest is allowed if that guest has been barred from the installation.

4-3 Subletting/Assignment

Subletting, subleasing or assignment of the Lease is prohibited.

4-4 Home/Commercial Businesses

Residents wishing to engage in ventures such as childcare, the sale of home or beauty products, or conduct fund raising events must submit a written request to the Neighborhood Management Office. Engaging in other commercial ventures is not permitted.

4-5 Care of Children

Resident will comply with state laws relating to the health and welfare of children as well as Department of Defense (DoD)/Army Regulation (AR) 608-18, XVIII Abn Corp and Ft. Bragg memo 25-50, and Pope AFB Youth Supervision Guidelines. Picerne Military housing supports these guidelines. Policies are supported and enforced by the Military or Security Police on the installation.

- Fort Bragg and Pope AFB specifies the level of supervision required for children ages 17 years and under who live in housing on the installation. The intent of the policy is to ensure the safety and well-being of the children. Please refer to the guidelines specified for the installation on which you are residing for specific policies concerning supervision of children. Copies of the policy may be obtained at your Neighborhood Center.
- The policies use age and education level of the child as the primary factor in determining an appropriate minimum level of supervision. However, it is the parent's responsibility to use good judgment in deciding whether the child's maturity and ability to care for one's self dictates a greater degree of supervision.
- A person 17 years or younger is considered a child. A person 18 years or older who reasonably can be expected to provide adequate supervision for a child is considered an adult.
- A child age 12 -17 may provide supervision for siblings and non-siblings if they have completed the American Red Cross Baby-sitter Certification Class or equivalent. Please refer to post/base specific policies for appropriate ages and corresponding time constraints.
- A child at the appropriate age to provide self care should be mature and competent in home alone skills and should be able to contact a parent or designated adult in case of emergency. Competence in home alone skills includes possessing the necessary physical, emotional, intellectual, and social skills to respond appropriately to a small crisis (such as being locked out of the house or losing electricity) or an emergency (fire, severe weather, accidents requiring first aid). It also includes possessing a level of maturity and discipline to follow rules or guidelines established by a parent.
- All policies regarding supervision of children apply inside and around the home, in common areas, playgrounds, Neighborhood Centers, swimming pools, sidewalks, walkways, and parking lots unless otherwise specified in the installation specific guidelines.

- Individuals who provide childcare in housing for more than ten childcare hours per week on a regular basis are required to become certified Family Child Care providers. Both the "10-hour" and "regular basis" conditions must be met for this requirement. Contact Family Child Care Office or your Neighborhood Management Office for more information.

4-6 Family Child Care

Family Child Care (FCC) is regulated, home-based childcare provided by certified military family members operating as independent contractors from on-Post or leased housing. FCC is a program subsidized, through Appropriated Funds, providing an alternate means for parents needing care for their children with a flexible schedule at a reasonable cost.

FCC homes usually require minor modifications and equipment, which are handled through the FCC coordinators. The Neighborhood Management Office must approve modifications that require permanent installation. Also, to assure proper installation, neighborhood maintenance staff will install or supervise the installation of those modifications. Examples of equipment include safety latches, Ground Fault Interrupters and special fire extinguishers. Water heaters and furnaces must not be accessible to children. Picerne will repair any health, safety, and maintenance concerns discovered during the FCC pre-certification. Any additional safety equipment or FCC specific modifications will be performed at the expense of the Resident and/or the FCC program. The Army Risk Management Program (RIMP), a self-funded insurance program, provides up to $500,000.00 of liability coverage for FCC providers. To request to become an FCC provider, Residents need to contact the FCC Coordinator.

4-7 Pet Policy

a. Owners/sponsors are ultimately responsible for their animals' behavior, and must take measures to ensure their animals behave appropriately.

b. A pet owner/sponsor must control and care for their pets in a manner which is harmonious with the community. The privilege of residing in on-post housing is dependent on this ability. The Installation or Garrison Commander may terminate the pet owner/sponsor's privilege to maintain a pet on Fort Bragg or Pope AFB for failure to comply with this policy.

c. Housing occupants will not own or maintain more than two dogs and/or cats in any combination per household.

d. Ferrets, snakes, rodents, (skunks, raccoons, squirrels, other tree or woods-dwelling animals, etc.) and other exotic animals are not permitted in family privatized housing.

e. Horses and other equine animals are not permitted in or on Fort Bragg or Pope AFB Family housing.

f. Any animals found running loose or abandoned on Fort Bragg or Pope AFB will be impounded by Veterinary Services until proper disposition can be made.

Registration of Pets

a. All pets that will be kept in family housing must be registered with the Veterinary Services within 30 days of arrival or acquisition.

b. The registration requirement does not apply to caged small animals, birds, or fish. Dogs and cats older than 90 days of age must be immunized and wear a Fort Bragg rabies tag. This tag will be attached to the animal's collar. The animal must wear the collar and tag at all times when the animal is outside the owner's/sponsor's home. Failure to register pets that will be kept in family housing will result in the immediate removal of the pet from the home. Neighborhood Center staff will verify removal of the pet.

c. All dogs and cats must be enrolled in the Veterinary Services microchip identification program. Concurrent with registration, pet owners will be required to show proof that their dog(s) or cat(s) is (are) enrolled. If the animal has not been microchipped, the owner must do so within 30 days of arrival on the installation. This can be done at either the installation's Veterinary Services facility or at a licensed civilian veterinary clinic. Proof of microchipping must be provided to the installation Veterinary Services before the pet's registration is complete. Proof of proper registration must be submitted to Picerne Military Housing. This proof can be submitted to the applicable Neighborhood Center staff.

d. Owners/sponsors must notify Veterinary Services and the applicable Neighborhood Center of Picerne Military Housing of animals that have died or that they no longer own so the records can be removed from the files. Persons who have animals registered on the installation and who are departing the installation must clear through Veterinary Services as well.

Responsibilities of ownership/sponsorship of animals

a. Pets are the responsibility of the Resident. As such, owners will be liable for all damages to include carpet, doors, walls, shades, blinds, screens, appliances, and other parts of the home or community including landscaping. Pets will be controlled at all times by their owners. Such control prevents pets from becoming a nuisance or menace to other persons, animals, or property. In addition, Resident is liable for the entire amount of any injury or damage caused by such pet. **It is strongly recommended that pet owners acquire liability insurance coverage specifically naming their pet(s) as insured.** This insurance coverage will mitigate the cost of injury to third parties and/or damage to real property. The property insurance provided by Picerne covers contents of homes and does not cover liability for damages or injuries caused by pets.

b. Pets will be housed indoors or may be secured outside the home within an approved fenced yard or in a regulation-sized kennel, which must be kept in the back yard of the home. **Fencing restrictions are outlined in a separate section of this RRG. Pets in unfenced yards or on a tether or chain are not allowed.** If you elect to purchase a kennel for your pet, the following are minimum guidelines for kennel size from the Humane Society of the United States and based on the size and number of pets are:

Number of Dogs	**Under 50 lbs.**	**Over 50 lbs.**
1	6 x 10 (60 sq. feet)	8 x 10 (80 sq. feet)
2	8 x 10 (80 sq. feet)	8 x 12 (96 sq. feet)

Kennels must be constructed of heavy-duty chain link fencing material and each kennel must include a vinyl type cover specifically designed for the kennel purchased. Kennels may be purchased at pet supply stores such as PetSmart, etc.

or other retail outlets such as the PX, Wal-Mart, etc.. They can also be purchased online at pet supply warehouses. Please visit your neighborhood center to coordinate the installation date of either your fence or kennel.

New residents are required to comply within 30 days of occupancy.

c. Pets must receive sufficient wholesome food and adequate water in a tip-proof container. Water must be replenished several times during the day to prevent contamination and to keep the pet well hydrated.

d. Dogs and cats are to be kept on a leash and under the owner's supervision and control at all times when outside the home or yard. Leashes will be either the retractable type, or if not retractable, no longer than 6 feet.

e. Poop and scoop is mandatory and requires the removal of pet waste from yards, common areas, and grounds in the neighborhood. The Resident will incur charges for failure to comply, and the expense will be commensurate with the cost for a third party to remove the pet waste.

f. Birds, gerbils, hamsters, etc. must be caged at all times.

g. It is recommended that all dogs and cats be spayed or neutered if you have no intention to breed your pet. A neutered animal is less likely to roam and more content to stay at home. These are safe procedures when performed by a qualified veterinary professional. Families that decide to breed their pets must obtain alternative housing for the offspring after the weaning period of 8 weeks of age.

h. Do not leave pets unattended in vehicles during warm weather. If an animal is left unattended in a vehicle, the Military Police will take the necessary action to preserve and protect life. This may include entering the vehicle and possibly breaking a window to save the animal.

i. Pets are not permitted in any recreational areas such as swimming pools, recreation centers, tennis courts, playgrounds, or any other recreational facilities including laundry rooms, offices, and clubrooms at any time. Exceptions will be made for Service Animals.

j. Make sure pets do not make excessive disturbing noises. These noises include, but are not limited to, continued and repeated howling, barking, whining, or other utterances that cause unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal resides.

Procedures for Bite Incidents

a. Anyone seeing an animal bite or scratch incident will immediately report it to the applicable Neighborhood Center Office.

b. All animals that bite or scratch humans are subject to a mandatory 10-day quarantine as rabies suspects. Quarantine may occur at the Fort Bragg Veterinary Services Impound Facility or a private veterinary establishment (at the owner's expense). Proof of quarantine must be provided to the applicable Neighborhood Center Office.

c. Animals involved in any biting incidents will either:

1) Be removed from post.

2) Be humanely euthanized if determined to be a further danger.

Control of pets is the sole responsibility of the resident, therefore, minor children should not be entrusted with this control, whether on or off the leased premises. Biting incidents are considered very serious and removal of the offending pet from family housing areas is an immediate consequence of a biting incident.

Action required for dangerous animals and appeal procedures.

a. If an animal is declared dangerous by Veterinary Services, the owner/sponsor will be directed by Picerne Military Housing to remove the animal from the housing neighborhoods. This directive may be initially issued verbally and followed by a written directive within 24 hours.

b. Pets that are deemed recurring nuisances by Picerne Military Housing will also be recommended to the Garrison or Installation Commander for immediate removal from the installation.

c. Owner/sponsor may request a reconsideration of the Garrison/Installation Commander's decision to remove the pet from the installation if they believe their situation would justify a modification or termination of the removal order. The Resident must submit a written Exception to Policy (ETP), within 10 working days from receipt of the GC's order, through the chain of command to the Garrison Commander/Installation Commander for consideration. After 10 working days, owners should expect the original order to be executed without delay.

Resident should notify the Military Police concerning loose or stray animals or any animal which, by its conduct or temperament, reasonably constitutes a physical threat to people or other animals. <u>All animal bites or scratch incidents to humans should be reported to the nearest medical facility. The offending animal is subject to a physical examination and quarantine. Failure to abide by this Pet Policy may result in a revocation of pet privileges.</u>

4-8 Parking

Parking by the Resident, family, and guests is authorized in the following areas:

- Resident's driveway and other designated parking spaces only.

Parking is prohibited, except when complying with the directions of a law enforcement official or traffic control device, in any of the following places:

-On a sidewalk

-In front of a driveway other than the Resident's

-Within an intersection

-Within fifteen feet of a fire hydrant

-On a crosswalk or within twenty feet of a crosswalk at an intersection

-On lawns or grassed areas

- In front of a rural mailbox

-At any place where official signs prohibit parking.

Vehicles parked in appropriate locations must have current post and valid state license registration or risk being towed and impounded without prior notice at vehicle owner's expense. Parking in space(s) alloted to another resident is strictly prohibited. A resident or visitor vehicle may be towed and impounded without prior notice, at vehicle owner's expense, if it is inoperable, otherwise disabled or parked in a space assigned to another resident. Parking areas such as carports or parking bays may be used for parking personally owned vehicles only. They may not be used for storage of household goods or other personal belongings. Parking on lawns, planted areas, and sidewalks is strictly prohibited. Recreational vehicles may be parked within carports and garages, only as long as no part of the vehicle or trailer extends beyond the support structure or doorways.

The following types of vehicles and equipment may only be stored inside the garage with the door closed and may not be permanently parked, left overnight, stored on the streets, stored outside a garage or carport, in driveways, yards or parking lots in any housing area:

- Travel trailers
- Motor coaches
- Cargo trailers
- Camper bodies or trailer
- Commercial Vehicles
- Tractor Trailers
- Boats
- Boat trailers
- Horse trailers

Parking violations should be reported to the MP Desk Sergeant.

4-9 Vehicle Repairs and Maintenance

Automobile repairs are not authorized in Fort Bragg or Pope AFB Family Housing. Unauthorized repairs create safety hazards for other residents and guests and may damage housing or common areas. Resident will be assessed charges for the repair of damages resulting from such activity (oil leaks, curb breaks, turf damage, etc.).

4-10 Landscaping

All common areas of each neighborhood, including all lawn areas, will be maintained by Picerne through the use of an approved professional grounds maintenance contractor. All turf areas will be mowed, edged and clippings blown off to maintain a neat and orderly appearance. Bushes will be trimmed once per season. For example, shrubbery will be trimmed to ensure proper flowering (if applicable) or during dormant months. Flower beds will be mulched and weeded in the spring'. Fallen limbs and trees will be removed when needed and leaves will be raked

during the fall and spring clean-up process. Maintenance services will also include the portion of the lawn located inside the boundary of housing fences. However, those areas located inside the boundary of a housing fence must be fully accessible to receive services. Accessibility requires all of the following items to be prepared: a) gates are provided and unlocked, b) pets are confined and c) all personal belongings and pet debris are picked up and off grass/lawn areas. Resident will be responsible for maintaining landscaping inside fenced areas deemed inaccessible by Picerne specifications (judgment solely at the discretion of Picerne). Failure to allow or maintain fenced areas will be referred to the garrison/installation command and may result in the loss of pet privileges, charges to the resident or termination of the Lease.

4-11 Flower Gardening

While Picerne will provide lawn mowing and general landscape maintenance services, Residents may beautify the area immediately adjoining the front and rear of their homes with annuals and perennials. Vegetables and herbs may be grown in Fort Bragg and Pope AFB Housing areas only in pots or raised beds at the rear of the home. Families are required to maintain their flowers and other plantings in living condition, free of trash, weeds, dead vegetation and fallen leaves. Flower gardens are restricted to areas currently landscaped for this purpose. Residents who wish to create or expand existing flowerbeds must obtain prior authorization from the Neighborhood Management Office.

4-12 Telephone and Cable Service

The Resident is responsible for telephone instruments, services and additional equipment. Cable Television will be the responsibility of the Resident.

4-13 Yard Sales

Neighborhood sales may be permitted with prior written approval, at a designated location at dates and times to be determined by Picerne. Private yard sales are limited to the first Saturday of each month. Individual sales are solely for the disposal of household items, which have become excess to the needs of the family. The resale of new items (as in a business) is not permitted.

Resident may request authorization to have a yard sale by visiting their Neighborhood Management Office who will provide instructions for locations and methods of posting and removal of signs.

4-14 Lockouts

During normal business hours, a Resident who is accidentally locked out of their Home should notify the Neighborhood Management Office in order to gain entry to the residence. Upon providing proper identification, the Resident will be provided access to the Home providing that their name is on the Lease or currently on the key release log.

In the event a Resident is locked out of a Home outside of normal business hours, the Resident should call the Neighborhood Management Office and request assistance from the 24-hour on-call service specialist. One of the neighborhood management / maintenance team members will respond and confirm the Resident's identity and key release log status. Once confirmed, the Resident will be given access to the Home. If proper identification cannot be provided, the

Resident and management staff will have to use alternative means to determine the resident's identity such as contacting the duty office of the Resident's chain of command.

Frequent lockouts inconvenience everyone; Any Resident who locks themselves out of their Home will be subject to a $25.00 lockout fee on the second occurrence in a calendar year.

4-15 Resident's Potential Liabilities

Resident is responsible for and may be held liable for damage to leased housing, or damage to or loss of related equipment or furnishings, caused by their abuse or negligence or that of their family members, guests or pets.

4-16 Energy Conservation

The goal of energy conservation is to ensure that the essential needs of all Residents are provided without waste. Energy conservation is a key element in efforts to become energy efficient. Residents are responsible for practicing energy conservation to avoid waste. The following tips are suggested for residents to conserve and reduce energy consumption without sacrificing comfort:

- Thermostat should be set at a comfortable setting without fluctuation to maintain consistent climate control.
- Doors and windows should be kept closed whenever air conditioning or heating is in operation.
- Check toilets for leaks, make sure faucets are shut off properly, run the dishwasher only when fully loaded. Take short showers instead of baths. Do full loads of laundry and make sure the water level is right for the size of the load.
- During daylight hours turn off lights when not needed in unoccupied areas such as garages and outdoor spaces.

Chapter 5: Move-Out

5-1 Policy

The following moves may be granted at the Government's expense:

- At retirement or separation of the Resident.
- At Permanent Change of Station (PCS) of the Resident unless PCS orders authorize retention under Deferred Travel or due to a dependent-restricted tour. In each of these cases, the Resident must submit a request for housing retention to Picerne.
- As directed by the Garrison or Installation Commander.

The following moves may be at the Resident's expense:

- If the Resident becomes ineligible to remain in housing, the Home will be vacated immediately.

- A Resident may request to move out of the Home and move off post. The movement of household goods will be at the expense of the Resident unless the move is directed for the convenience of the government.
- A Resident who qualifies for a change in housing due to a change in military status or family size may submit a new application for appropriate housing in accordance with leasing policies.

5-2 Termination/Vacate Notice

The occupancy period will be reduced if:

a. the Resident/service member is required to move pursuant to PCS orders a distance of at least 50 miles based on duty station,

b. if the Resident/service member is prematurely or involuntarily discharged from the service,

c. if the Resident retires.

The service member must provide written notice and a copy of orders to the Property Manager at least 30 days prior to the desired date of departure from the home, if they must end this Agreement before its term has expired. PCS/ETS orders received with less than 30 days advance notice will authorize release of the Resident on a case-by-case basis with proof of orders.

Early termination of this Agreement, for other than PCS/ETS orders, may be authorizedwhen the following conditions are satisfied;

a. Resident delivers 30-day written notice of intent to vacate to Property Manager, and pays the BAH during that 30-day period, and

b. Pays an amount equal to one month's BAH as an Early Lease Termination Fee.

***Pope Family Housing residents who moved in prior to September 1, 2007 will be allowed to move for any reason (regardless of length of occupancy) with a 30-day notice without having to pay the Early Lease Termination Fee. However, the resident may be charged for excessive damages. The Neighborhood staff will schedule a "pre-move out inspection" to provide the resident with suggestions to reduce/eliminate charges.*

5-3 Move-out Inspections

A family preparing to move out may request a pre-inspection at anytime. This inspection is offered for the convenience and peace of mind of the departing military family. A pre-inspection may be scheduled any time, for example; 60 days, 30 days or even one week prior to the scheduled move-out date. A member of the Neighborhood Management Office staff will conduct the inspection which may identify potential damages or cleaning items that require remedy prior to move-out in order to avoid charges being assessed. Appendix C presents the Picerne Military Housing Damage Cost Sheet which provides examples of damages and estimated cost.

Picerne will only require one final move-out inspection to be conducted after all personal belongings have been fully removed from the home. The identical form used to document the condition of the home at move-in will again be used at move-out to document the condition of

the home upon departure. The two inspections will be compared with differences in conditions noted. After allowing for normal wear and tear, Picerne will evaluate any remaining differences or discrepancies and assess appropriate charges if warranted. A member of the neighborhood management staff will conduct the inspection.

Resident is strongly encouraged to be present at the inspection to facilitate the "check-out" process. In the event that charges are necessary and the Resident disagrees or questions them, a resolution can be obtained more expeditiously if the Resident is present.

Resident must pay Picerne all monies due within 24 hours of move-out or within 48 hours of receipt of notification by Picerne (via U.S. mail or other recognized postal service) if not present at the inspection. All amounts owed must be remitted to the Neighborhood Management Office (made payable to Picerne) prior to clearing the Installation. Picerne will use all reasonable means available, including judicial and non-judicial processes, to pursue and collect unpaid balances. A former Resident may suffer adverse credit consequences as a result of failure to pay monies due to Picerne.

5-4 Abandonment

If a Resident abandons a Home, Picerne will send a letter to their last known address stating that unless a reply is received from them within seven (7) days, Picerne will re-rent the Home. If a Resident vacates a Home without notice to Picerne, removes possessions from the Home and does not pay rent due, for more than fifteen days, abandonment has occurred.

5-5 Surface-Clean Concept

Picerne will require a surface-clean condition (see appendix B) at move-out. The surface-clean requirement is designed to ease the "check-out" process for military families. Surface-clean condition implies that a home is left clean throughout. When a home is cleaned regularly, it should only require a wipe down and sweep/vacuum at move-out to deliver surface-clean condition. A damage cost sheet (see appendix C) outlining costs for homes left dirty and damages beyond normal wear and tear is attached. Contact your Neighborhood Management Office if there are any questions.

5-6 Conflict Resolution for Damages to the Home

In the event of a dispute over compensation for damage charges, both parties agree that if a mutually acceptable solution cannot be reached, the Resident may choose to rectify the dispute by hiring the services of a licensed, bonded, and insured contractor in the specific discipline(s) involved, e.g., carpentry, plumbing, roofing, etc. Upon Resident request, the Neighborhood Management Office will provide a list of qualified contractors.

RRG Appendix A: Guide for Operation of Appliances, Thermostat, Smoke Detector, and Instructions for Testing Ground Fault Interrupters

OPERATION OF APPLIANCES (Do's and Don'ts)

A. Garbage Disposal Unit:

1. Do keep cover on drain when disposal unit is not in use. Items such as bones, corncobs, hairpins, glass, string, tacks, etc., may result in a clogged drain or jammed disposal.

2. Do grind food waste with strong flow of cold water.

3. Do flush disposal for self-cleaning by running a few minutes after grinding waste or draining dishwasher.

4. Don't use lye or other chemicals for cleaning.

5. Don't turn off water while grinding.

6. Don't grind fibrous food waste, i.e., cornhusks, pea pods, lettuce, celery, artichoke leaves, chicken skin, rice, noodles.

NOTE: When disposal does not operate take the following steps:

STEP 1. Turn off switch and water, and allow garbage disposal unit to cool.

STEP 2. Push reset button located on bottom or side until a click is heard.

STEP 3. Turn on switch and water.

STEP 4. If garbage disposal is still not operational, call your Neighborhood Management Office to report a work order.

B. Stoves:

Ovens, grills, and burners will be kept free of grease and food spillage to prevent fires and to avoid build-up which is difficult to remove and could result in a cleaning charge at move-out.

C. Dishwashers:

Dishes, pots, and pans will be scraped of food and rinsed before being placed in the dishwasher.

D.

Instructions for Testing Ground Fault Interrupters:

The ground fault interrupter receptacles (GFI) installed in your home are designed to protect people from the hazards of line to ground electric faults. **Do not overload the circuit.** Should your receptacle or the outlet in your adjacent bathroom fail to work, perform the following instructions to test the receptacle before calling in a service order:

(1) Push the "test" button and the "reset" button should pop up, showing a red line, which indicates that power to the protected circuit, has been discontinued.

(2) If the "reset" button does not pop up when the test button is pushed, a loss of ground fault protection is indicated. Do not use. Call in a service order.

(3) To restore power, push the "reset" button.

E. Smoke Detectors:

1. Each home is equipped with at least one electrically powered smoke detector. These units have been installed for your safety and are very sensitive. The alarm sounds when electrical activity within the smoke chamber is interrupted by particles of combustion, which are produced when a fire is burning. Your smoke detector may also be activated by hair spray, steam, dust or anything that may pass through the smoke chamber (including insects).

    a. To reset the detector after it has been accidentally activated, go to the circuit breaker box and cut the power to the detector for a few seconds. Make sure that the area around the detector has been cleared of steam, smoke from cooking, etc., before turning the power on. Notify your Neighborhood Management Office if it doesn't reset.

    b. If your smoke detector activates during the night, assume a fire situation exists until you know for certain. Follow your fire escape plan and evacuate the home until it has been checked. If in doubt, call the Fire Department.

    c. Accidental activation of your smoke detector may be annoying but this is an indication that your detector is doing its job.

2. If your detector malfunctions, contact your Neighborhood Management Office. Do not attempt to repair it yourself.

The Fort Bragg and/or Pope AFB Fire Department is available to assist with any fire prevention information or questions. Contact the Fire Prevention Section.

RRG Appendix B: Guideline for Surface-Clean Condition

Surface-clean condition implies that a home is left clean throughout although not necessarily scrubbed. The standards below are intended to reflect good day-to-day housekeeping. When a home is cleaned regularly it should only require a wipe down and sweep/vacuum at move-out to deliver surface-clean condition. It is only meant to be a guide. It is not an absolute definition as wear and tear plays a factor in the determination of acceptability**.** Note that these parameters are exclusive of damages.

GENERAL

- All personal items to be completely removed from the Home, storage area and garage.
- Any items requiring disposal are disposed of in an appropriate, proper, and approved manner.
- Any equipment or feature delivered as part of the home (including appliances, appliance parts, fixtures, hardware) is returned intact and proper working order
- Wall color is not to be altered or changed unless approved by Neighborhood Management Office.
- Carpeted surfaces are vacuumed and free of excess spots or stains.
- Baseboards throughout the home need to be dusted and wiped free of debris/dirt.
- All windows to be closed and locked with covering left in the "closed" position
- Garbage cans cleaned and placed in garage or storage area.

KITCHEN

- All kitchen work surfaces to be wiped and free of excessive grease build-up.
- Refrigerator to be wiped down inside and out, empty and free of mold/mildew
- Range hood, stovetop, oven, drip pans and under burners to be wiped down and free of burned-on food and excessive grease.
- Dishwasher exterior to be cleaned
- Floor to be swept and cleaned

BATH

- All bathroom surfaces to be wiped down. All surfaces to be free of soap scum, mold, mildew, and dirt build-up.
- Tub/shower to be free of mold/mildew and soap scum buildup with the shower curtain removed
- Toilet cleaned inside and out
- Vanity, sink, and tiled surfaces to be wiped down and free of mold/mildew

BEDROOM/LIVING ROOM/DINING ROOM

- Flooring surfaces to be swept or vacuumed as appropriate to the surface.

GARAGE/SHED

- Floors should be free of debris.

RRG Appendix C: Damage Cost Sheet

Repairs that result from normal wear and tear will be the responsibility of the Owner. Damage caused by Resident neglect misuse, abuse or negligent action will be charged to the Resident in accordance with the schedule listed below.

If one or more items need to be replaced or cleaned as a result of Resident damage and or neglect during your residency, the Neighborhood Management Office will issue an invoice with the appropriate itemized charges. If damages are noted at the time of move-out, the Neighborhood Management Office will prepare and send an itemized invoice with the appropriate charges. Payment will be due upon receipt of the invoice and must be made before the Resident will be permitted to clear post. **Listed below are <u>minimum</u> charges that might be expected if your home is damaged beyond normal wear and tear**.

Removal of Trash, Furniture, etc.. ..... …… $20.00 / bag or item
Carpets not vacuumed .....$10.00 each room
Pet Damage ……..Cost plus labor
Damaged Countertop …… $225.00
Dirty Kitchen/Bath Linoleum…… .....$10.00 each room
Damaged Door Jamb …… $50.00
Dirty Oven/Range..... $20.00
Dirty Stove Top…… $20.00
Dirty Range Hood…… $20.00
Greasy Kitchen Cabinets…… $35.00
Dirty Countertops …… $20.00
Dirty Toilet …… .....$20.00 each
Dirty Medicine Cabinet ……$10.00 each
Damaged Cabinet Doors ……$40.00 each and up
Broken Garbage Disposal (as a result of Resident neglect).....$65.00 and up
Dirty Vanity …… .....$15.00 each
Repainting Walls/Doors/Ceiling that require a 2nd coat …… .....$75.00+ per room
Damaged Kitchen/Bath Linoleum ……Cost plus labor
Broken Refrigerator Crisper/Shelf. ……$45.00 and up
Broken Door Retaining Bar…… .....$10.00 each
Dirty Refrigerator…… $20.00
Damaged Walls From Holes larger than 1” …… .....$25.00 and up
Damaged Bedroom Door …… .....$45.00 and up
Damaged Bi-fold Doors…… .....$25.00 and up
Damaged Closet Doors …… .....$40.00 and up
..... Damaged Appliances. ……$25.00 Minimum
Damaged Towel Bar……$10.00 and up
Damaged Bath Sink …… .....$100.00 each and up
Damaged Medicine Cabinet ……$20.00 each and up
Missing Medicine Cabinet Shelf……$15.00 each and up
Broken Mirror. …… .....$30.00 and up
Damaged Tub/Shower …… .....$50.00 and up
Damaged Shower Rod …… .....$20.00 and up
Broken Shower Doors …… .....$80.00 and up

Replacement of Toilet Seat …….. .....$25.00 each and up
Unstop Commode (Resident neglect) ……. .....$25.00 - $125.00
Damaged Shade/Mini-blind …… .....$15.00 and up
Damaged Vertical Blinds…….. .....$45.00 and up
Damaged Smoke Detector …….. .....$10.00 and up
Damaged Ceiling Fan …….. .....$30.00 and up$45.00 and up
Carpet Damage ……..Cost plus labor
Light Fixtures. …… .....$25.00 and up
Light Globe ……..$15.00 and up
Lost/Unreturned House Keys ……..$10.00 each
Mailbox Key …… $15.00
Garage Door Key…… ..... …… $10.00
Garage Door Opener…… ……..$50.00 and up
Neighborhood Key Fob……$25.00
Neighborhood Pool Pass……$25.00
Replacement of Lock/Deadbolt…….. .....$25.00+ plus labor
Missing/Torn Screen Door ……..$40.00 -$100.00
Missing/Torn Window screen …… .....$20.00 - $65.00
Dirty Tub/Shower ……..$30.00 each

The information and prices above are provided as a reference only and are subject to change without advance notice.

RRG Appendix D: Housekeeping to Control Mildew and Mold

- **Mildew and Mold Prevention.** The key to stopping mildew and mold from forming or growing is to prevent excess moisture from building up within the dwelling unit. In order to minimize the potential for mold growth within the dwelling unit, it is your (the Resident's) responsibility to do the following:
- Keep your home clean – Especially the kitchen, the bathroom(s), carpets, floors, baseboards, and windows. Regular vacuuming, mopping, and using a household cleaner to clean hard surfaces (non-porous items such as ceramic tile, Formica, vinyl flooring, metal, sealed wood, or plastic) is important to remove household dirt and debris that harbor mold or food for mold. Immediately dispose of any cellular material including food that has mold. All personal belongings affected by mold, including clothes, should be properly cleaned or removed from the dwelling unit. Resident shall clean their dwelling unit on a regular and consistent basis.
- Remove visible moisture accumulation within or on the leased premises including (but not limited to) all windows, walls, floors, ceilings, and kitchen and bathroom fixtures as soon as reasonably possible. Spills are to be mopped up to thoroughly dry the affected area as soon as possible after the occurrence. Properly clean or dispose of any sponges, towels, rags, etc. that are used to clean mold. It is recommended that gloves be worn.
- Turn on any exhaust fans in the bathroom or kitchen ***before*** you start showering, cooking, or using your dishwasher. When showering, be sure to keep the shower curtain ***inside*** the tub or the shower doors fully closed and use a bath mat on the floor. Also, after taking a shower or bath, wipe the moisture off of shower walls, shower doors, and bathroom floor; leave the bathroom door open and exhaust fan running until all moisture on the mirrors, walls, and other surfaces has fully dissipated; and hang up your towels and bath mats so they will completely dry out.
- Keep moisture within your home at a reasonable level – Ideally between 30% and 50% relative humidity. Proper use of kitchen and bath exhaust fans (see above), increasing ventilation by opening windows in <u>dry</u> weather, increasing sunshine by opening shades, operating your air conditioner in humid weather, and limiting the number of houseplants are just a couple of ways that you can keep the relative humidity down within your home.
- Inspect the drip pans in your air conditioner, refrigerator, and/or dehumidifier regularly. Pans should be kept clean and dry. If you are unsure as to the location of these pans or how to clean and dry them, please contact the management office.
- In homes with existing washer and dryer connections, dryer vents are to be vented properly and must be approved by management. The integrity of the venting system must remain intact at all times and dryer lint is to be removed after each use. Any malfunctions with the dryer vent system are to be reported to management immediately.
- **Mildew and mold on non-porous surfaces.** If you notice small areas of mildew or mold (4 square feet or less – i.e. a 2 foot by 2 foot area) on ***non-porous surfaces*** (such as sealed ceramic tile, Formica, vinyl flooring, metal, sealed wood, or plastic) within your home, general guidelines to follow are:
- Clean the area(s) with soap or detergent and water. Let the surface dry. It is recommended that gloves be used during the clean-up process. All sponges, towels, and/or rags used in the cleaning process should be properly cleaned or disposed of.
- Within twenty four (24) hours of cleaning, and after the surface has dried, apply a pre-mixed, spray-on type household biocide, such as Lysol Disinfectant, Pine-Sol Disinfectant (original pine scented), Tilex

Mildew Remover, or Clorox Cleanup (please note that Tilex and Clorox contain bleach which can discolor or stain the surface). **Please be sure to follow the instructions on the container and clean the affected area first.** Should a medical condition make it difficult or impossible for you to use the recommended cleaning products, please contact the Neighborhood Management Office.

- Always clean and apply a biocide to an area several times larger than the visible mildew or mold to be sure to address any mildew or mold that may have spread. Also, it may take more than one cleaning and disinfectant application to successfully eliminate mold from the affected area.
- ***Do not clean or apply biocides to visible mildew or mold on porous surfaces (such as sheetrock walls or ceilings) or to visible mildew or mold on large (greater than 4 square feet) non-porous surfaces.*** If there is mildew or mold on a porous surface or a large non-porous surface, please contact the Neighborhood Management Office immediately.
- **Mildew and mold on porous surfaces.** A vacuum cleaner with a high-efficiency particulate air (HEPA) filter can be used to help remove non-visible mildew and mold products from porous items, such as fibers in sofas, chairs, drapes, and carpets – provided the fibers are completely dry. Machine washing or dry cleaning will remove mildew and mold from clothes. ***Do not clean or apply biocides to visible mildew and mold on porous surfaces (such as sheetrock walls or ceilings) or to visible mildew and mold on large (greater than 4 square feet) non-porous surfaces.*** If there is mildew or mold on a porous surface or a large non-porous surface, please contact your Neighborhood Management Office immediately.
- **Notification of Neighborhood Management Office.** Resident shall immediately notify the Neighborhood Management Office of the presence of the following conditions:
- A water leak, excessive moisture, or standing water inside the Home.
- Mildew or mold growth within or on Home that persists, reappears quickly, or spreads after the tenant has tried to clean and disinfect the affected area as described in sections 3 and 4 above.
- A malfunction in any part of the heating, air conditioning, ventilation (including bathroom and kitchen exhaust fans and dryer vents), or refrigeration systems within the Home.
- **Compliance.** Complying with these housekeeping guides will help prevent mildew and mold growth within or on your Home and aid in the protection of yourself, your neighbors, and the community as a whole.

Rules for Neighborhood Centers

Hours:

- The Computer Lab will only be open during these normal Neighborhood Management Office business hours.

- Fitness Center
  6 a.m. to 10 p.m. daily
  (Access will be through the use of the residents' issued key fobs.)
- Half-Court Gymnasium
  The Half-Court Gymnasium is normally open the same hours as the Fitness Center; however, it may be reserved from time to time for private gatherings and therefore would not be open to the public during those times.
- Pool Hours:
  Pool hours will be established and published in the neighborhood newsletter prior to the summer months. Life guards will be on-duty during all posted hours of operation; however, no drop-off childcare will be provided. Children under 14 years of age must be accompanied by a parent, guardian or sponsor, at least 18 years of age, while in the pool area.

Access, Age Restrictions and Rules:

Access:

- Access to each Neighborhood Center and Pool will be open to all residents of Picerne Military Housing at Fort Bragg/Pope.
- Key fobs for access to the Fitness Center and Gymnasium for a specific Neighborhood Center will be issued to residents once they have signed the Neighborhood Center Rules Agreement. *One Key Fob will be issued per family.* A $25 replacement fee will be charged for lost key fobs*. Key fob usage is electronically recorded and reviewed in the event of accident or misuse.*
- Key fobs will also be issued to the Military Police.
- **Children under 14 years of age must be accompanied by a parent, guardian or sponsor, who is at least 18 years of age, while visiting the Neighborhood Center gymnasium, multi-purpose room, media/game room, computer lab or pool. No drop-off child-care is provided.**
- **Anyone accessing the Fitness Center must be at least 18 years of age.**

Overall Rules:

- Residents and guests must comply with all posted signs and directions.
- No pets are allowed in the Neighborhood Center, pool or playground areas.
- No Smoking is allowed in the Neighborhood Center, including all air conditioned spaces, or the surrounding pool area (except in any specifically designated smoking area).
- No Food or Drinks are allowed in the Club Room, without prior management approval.
- No glass bottles are allowed in the pool, pool area, gymnasium, locker rooms or fitness center.
- Residents may not bring alcoholic beverages to the Neighborhood Center or any of the amenity areas, including the pool and playground areas. Intoxicated persons will be denied entry and/or asked to leave the Neighborhood Center and amenity areas.

- Any resident caught engaging in any illegal or illicit activity at the Neighborhood Center will not only face legal consequences, but will also permanently lose the privilege to use the Neighborhood Center.
- There is a 24-hour video surveillance system in place.
- No propping open of doors to any part of the Neighborhood Center is allowed by anyone other than management. Access by the residents is through the issued key fobs.
- Continued misuse of the facilities or violation of these rules may result in loss of use privileges
- No profanity or loud music. All music must be appropriate to a family environment.
- Proper attire (shoes and shirts) is required in the Neighborhood Center - no wet bathing suits are permitted beyond the locker rooms. No use of "rolling or wheelie shoes" is allowed in the neighborhood center.

Locker Rooms:

- No permanent locks may be kept on lockers. Please take your lock off of the locker that you use at the end of your visit to the Center each day. Management reserves the right to cut off locks that are not removed in accordance with this policy.
- Management is not responsible for lost or stolen items.

Computer Lab:

- When using the computer lab, please restrict your computer use to twenty (20) minutes or less if others are waiting. If no one else is waiting, use may continue beyond twenty minutes. Software is installed to ensure that only family friendly sites are visited. Any changes to this software or use of these computers to visit unauthorized Internet sites is strictly prohibited and will result in loss of use privileges.
- Residents must sign-in to use a computer in the computer lab. The sign-in sheet will denote which computer they used.

Gymnasium:

- When using the gymnasium, please restrict your use to thirty (30) minutes or less if others are waiting for their turn.

Guests:

- Residents are responsible for the behavior of their guests. No more than two (2) guests are allowed with a resident to use the recreational facilities at any time unless a private gathering or meeting has been scheduled and approved in advance.

Private Reservations:

- When the Neighborhood Center is used for private gatherings, premises must be delivered to Picerne Military Housing in the condition premises were in at the commencement of the agreement. Contact the Neighborhood Center Management Office for policies and scheduling for private gatherings. A refundable cleaning/damage deposit of $100 is required to reserve the Center for private gatherings. This deposit may be waived for military organizations with management approval and the signature of an officer of the organization.
- Rooms may not be reserved for the purpose of running a business or holding a commercial venture (ie: Pampered Chef, Avon, Creative Memories, etc.).
- Picerne Military Housing reserves the right to restrict access and availability of these facilities.

Game Room:

- Residents may check out the game boards and TV remote controls from the management Office when using the Game Room.
- Videos and DVDs brought into the Neighborhood Center must be family friendly and Management reserves the right to discontinue any movies deemed inappropriate.

Fitness Center Rules

Resident and Landlord agree as follows:

1. ADULT SUPERVISION: Any resident under the age of eighteen (18) years is not permitted in the Fitness Center for any reason. This requirement is for health and safety reasons.
2. GUESTS: Resident shall not permit any guest to use the Fitness Center unless the guest is accompanied by the resident and resident has obtained authorization from management in advance. Residents are responsible for the conduct of their guests in the Fitness Center and any violation of the rules and regulations by the guest may result in loss of use privileges for the resident.
3. USE OF FITNESS CENTER: Resident will use the Fitness Center in a safe manner and only for the purpose of exercising. Resident will not use the Fitness Center in any way, which is offensive or dangerous to residents or other users of the Fitness Center. Resident will comply with policies of Picerne Military Housing for use of the Fitness Center. Picerne Military Housing may prohibit use of the Fitness Center by any resident that Picerne Military Housing believes has failed to comply with any of the provisions of this addendum.
4. DRESS: Resident must wear appropriate shoes and clothing (including shirts) in the Fitness Center.
5. The machines must be wiped clean of sweat after each use.
6. RIGHT TO DISCONTINUE USE: Resident agrees that Picerne Military Housing provides the Fitness Center for resident as an amenity. Picerne Military Housing may close or limit the Fitness Center at any time and for any reason without concession to the resident.
7. When using the machines in the Fitness Center, please restrict your use to thirty (30) minutes per machine if someone is waiting to use the machine.
8. NO SUPERVISION: Resident understands that no attendants or supervisor of any kind will be in the Fitness Center.
9. NO WARRANTIES: Resident understands that Picerne Military Housing makes no representation that Picerne Military Housing representatives, if any, have expertise in the use, operation, and physical condition of the Fitness Center or the equipment. Resident understands that Picerne Military Housing makes no representations or warranties that the Fitness Center or that the exercise equipment is safe.
10. USE AT YOUR OWN RISK: Resident agrees that the use of the Fitness Center by resident, family and approved resident guests shall be at the resident's own risk.
11. RELEASE: Resident agrees that if a personal injury, death or damage to personal property happens through the use of the Fitness Center or fitness equipment, resident may not bring claim or lawsuit against Picerne Military Housing. Resident also agrees that if residents approved guest suffers a personal injury or death or damage to personal property, resident will be responsible to pay to Picerne Military Housing any money which Picerne Military Housing or Picerne Military Housing's insurance company pays or is required to pay because of the injury to resident's approved guest.
12. PHYSICIAN'S CONSENT: Resident should consult their physician before any physical fitness program is initiated.

Pool Rules

1. ADULT SUPERVISION: Any resident under the age of fourteen (14) years is not permitted in the Pool Area unless accompanied by a parent or adult who is at least 18 years of age. Each adult resident may accompany a maximum of four (4) children in the pool and pool area.
2. Residents must sign in and present their Picerne Military Housing Pool Pass to the attendant when entering the pool area. Residents must sign in their guests. Picerne Military Housing Pool Passes are issued to current residents who have signed the Pool Use Rules Addendum.
3. GUESTS: Resident shall not permit any guest or resident to use the Pool unless the guest is accompanied by the resident. There is a two guest per household limit at any one time unless the resident has obtained authorization from management in advance. Guests are defined as persons who do not have a Pool Pass. Residents are responsible for the conduct of their guests in the Pool and Pool area and any violation of the rules and regulations by the guest may result in loss of use privileges for the Resident.
4. USE OF THE POOL: Resident will use Pool in a safe manner. Resident will not use the Pool in any way, which is offensive or dangerous to residents or other users of the Pool. Resident will comply with policies of Picerne Military Housing for use of the Pool. Picerne Military Housing may prohibit use of the Pool by any resident that Picerne Military Housing believes has failed to comply with any of the provisions of this addendum.
5. DRESS: All patrons must wear swimsuits that are appropriate for public appearance, no thongs, sports bras, basketball shorts, underwear, cut offs or denim shorts. All suits must be lined. T-shirts may be worn if they are light colored. Children who are not potty trained must wear swim diapers and rubber pants while in the pool.
6. Change diapers in the restrooms, not the pool area.
7. All residents and guests must use the shower before entering the pool.
8. No glass or pottery-type containers allowed in the pool area.
9. Persons with skin disorders, bandages, open wounds, eye, nose or mouth discharge may be refused entrance to the Pool and Pool area.
10. The Pool will be cleared periodically to allow for safety checks.
11. Inflatable rafts, toys, and/or floating furniture are not permitted in the Pool.
12. Water Wings/Floaties are not permitted in the Pool (Guidance from CDC).
13. Young children may wear Coast Guard approved life vests in the Pool.
14. Prolonged underwater breath-holding is strictly prohibited.
15. No pets are allowed in the Pool or Pool area.
16. Residents and their guests will not overexpose themselves to the sun.
17. The Pool and Pool area are off limits when closed.
18. RIGHT TO DISCONTINUE USE: Resident agrees that Picerne Military Housing provides the Pool for resident as an amenity. Picerne Military Housing and the Lifeguards may close or limit use of the Pool at any time and for any reason without concession to the resident.

19. Lifeguards will be provided during posted pool hours and will have the authority to close the pool for weather or safety reasons. Residents must comply with Lifeguards' instructions while in the Pool and Pool area. Failure to comply with Lifeguard instructions may result in loss of use privileges.
20. Lifeguards will be obeyed and may rule on anything not covered by the neighborhood center rules and regulations and/or this Pool Use Addendum.
21. Lifeguards and management will monitor the number of residents allowed inside the Pool area at any one time in order to stay within maximum capacity requirements. Residents acknowledge that access is granted on a first come, first served basis.
22. USE AT YOUR OWN RISK: Resident agrees that the use of the Pool and Pool area by resident, family and approved resident guests shall be at the resident's own risk.
23. No wet bathing suits are allowed inside the Neighborhood Center other than in the locker rooms.
24. No alcoholic beverages are permitted in the Pool or Pool area. Intoxicated persons will be denied entry and asked to leave the premises.
25. No smoking is allowed in the pool or the surrounding pool area except in any specifically designated smoking area.
26. No loud music is permitted in the pool area. All music must be family friendly in nature.
27. No running, diving, horseplay, obscene language, or boisterous behavior is allowed in the pool or pool area.
28. Pool furniture must remain on the pool deck at all times and is strictly prohibited from the pool itself.
29. RELEASE: Resident agrees that if a personal injury, death or damage to personal property happens through the use of the Pool or Pool area, resident may not bring claim or lawsuit against Picerne Military Housing. Resident also agrees that if residents approved guest suffers a personal injury or death or damage to personal property, resident will be responsible to pay to Picerne Military Housing any money which Picerne Military Housing or Picerne Military Housing's insurance company pays or is required to pay because of the injury to resident's approved guest.
30. PHYSICIAN'S CONSENT: Resident should consult their physician before any physical fitness program is initiated.
31. One Pool Pass is issued per household. Resident agrees to return the Pool Pass to the management upon move-out and agrees to a $25 replacement charge if the Pool Pass is lost or stolen.

Both Military ID and Pool Pass required for access to the pools.